

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF COMMUNITY AFFAIRS**

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**CDBG****Community Development Block Grant Program****MANAGEMENT MEMORANDUM****Memorandum Number: 03-05****TO: All Eligible Jurisdictions and Interested Parties****DATE: May 12, 2003**

SUBJECT:

- 1) Housing Rehabilitation and Lead-Based Paint (LBP) Training Workshops**
- 2) Updated LBP Monitoring Checklist**
- 3) Updated LBP Procedural Checklists**

1) Housing Rehabilitation and Lead-Based Paint (LBP) Training Workshops

The State Department of Housing and Community Development, Community Development Block Grant Program is offering several day-long trainings addressing Housing Rehabilitation and LBP issues in the CDBG Program. These trainings will be held in four locations and will provide basic as well as updated program information and encourage active field participation. These trainings will be held in four locations in June, 2003:

Redding	Tuesday, June 3
Hanford	Thursday, June 5
San Diego	Tuesday, June 17
West Sacramento	Thursday, June 19

The maps and addresses of the meeting sites and training agenda are attached.

2) Updated LBP Monitoring Checklist and Modified LBP Procedural Checklists

Attached are the updated LBP monitoring checklist and the updated LBP procedural checklists. Please insert these pages in your current Grant Management Manual. CDBG representatives will begin using the monitoring checklist as soon as this summer to monitor grants awarded in 2001. Grantees are encouraged to use these monitoring checklists as a guide to prepare for the monitoring visit.

Maps of Locations for LBP Training

Date: June 3, 2003

Time: 9:00—4:00

Room: City of Redding Administrative
Offices, Community Room
(near
City Council Chambers)

Address: 777 Cypress Avenue, Redding

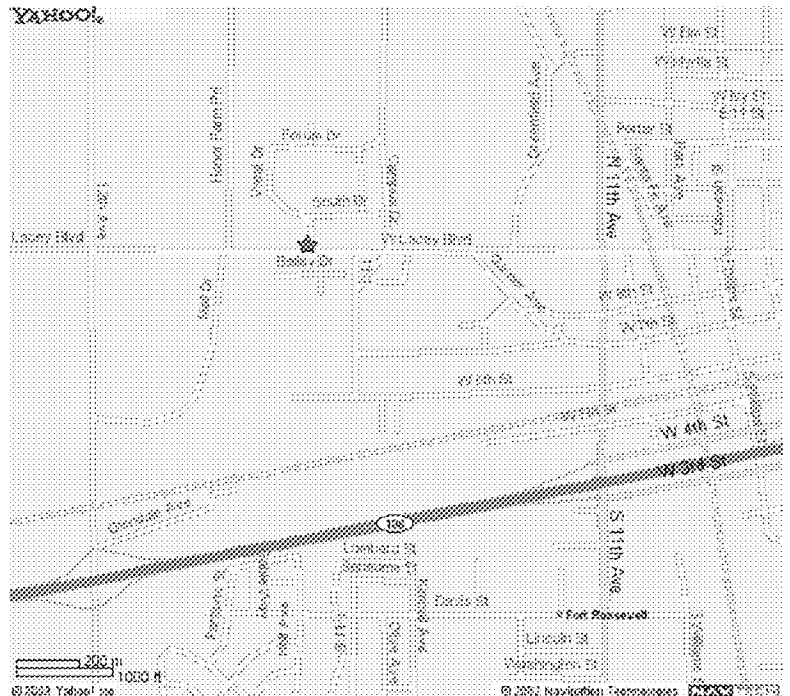


Date: June 5, 2003

Time: 9:30—4:00

Room: Kings County Government
Center, Training Room

Address: 1400 West Lacey Blvd, Hanford



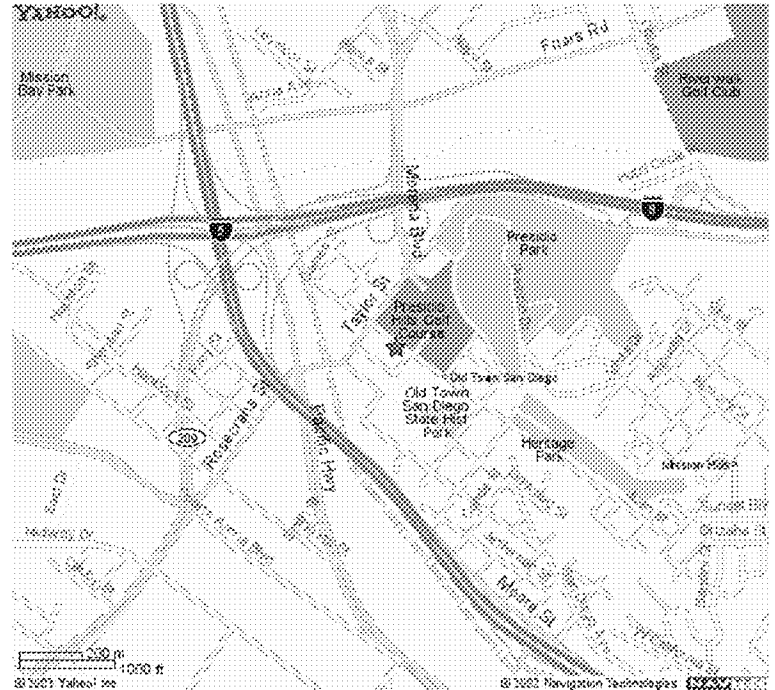
Maps of Locations for LBP Training

Date: June 17, 2003

Time: 9:00—4:00

Room: Auditorium, Caltrans Bldg.

Address: 2829 Juan Street, San Diego

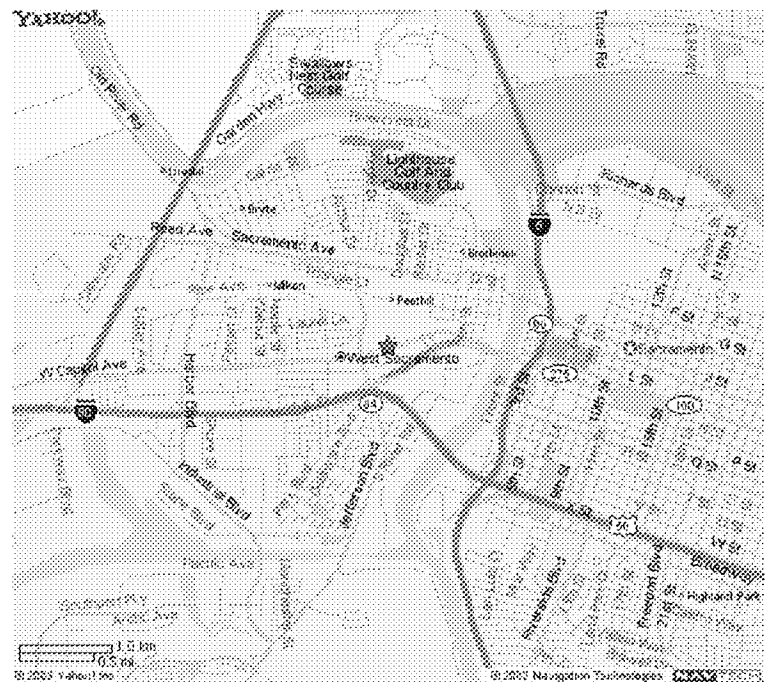


Date: June 19, 2003

Time: 9:00—4:00

Room: City of West Sacramento
Administrative Building,
Galleria Rooms

Address: 1110 West Capitol Avenue,
West Sacramento



HOUSING REHABILITATION AND LEAD-BASED PAINT

AGENDA

- 9:00 Welcome
 - Introductions
 - ABC's of Housing Rehabilitation
 - Hand out Participant Survey Form
- 9:15 Housing Condition Survey
- 10:30 Break
- 10:45 Housing Rehab Monitoring Findings
- 11:30 Participant Survey Questions
- 11:45 Questions
- 12:00 Lunch
- 1:00 Relocation Presentation
- 1:30 Lead Based-Paint (LBP)
 - Hand Out LBP Participant Survey Form
 - Quick Overview of LBP
- 2:00 Take HUD's Visual Assessment Course
- 3:00 Break
- 3:15 Class Breakout Activity: Case Studies
- 3:45 Address Participant Survey
- 4:00 End

Department of Housing and Community Development
Community Development Block Grant Program (CDBG)

GRANTEE MONITORING:

12. Lead Base Paint

Grantee: _____ Contract #: _____

CDBG Rep: _____ Date(s): _____

*** * BEGINNING WITH 2001 CONTRACTS * ***

	1. How are recipients informed of lead-based paint dangers? (Classes, EPA/HUD's "Protect your family from lead in your home" pamphlet, other.)
Y N	2. Are LBP costs paid in accordance with the housing rehabilitation guidelines (grants, loans, combination)? Explain:

3. If no LBP work was performed on any rehabilitation OR acquisition homes, select two files at random and answer the following two questions:		
	File #1:	File #2:
A) Was the house construction completed after 1/1/78? If yes, STOP , you are done with the LBP for this file. Provide proof of age. Use certificate of insurance, final sign off, or occupancy date. If no, go on to Question B below.	Y N	Y N
B) Does the home meet any of the exemptions listed in Chapter 20? List exemption: _____	Y N	Y N
If the answer is "no," this is a serious finding with potential performance consequences since LBP rules should have been followed. A visual assessment and paint stabilization must be performed. Check <u>ALL</u> files for LBP compliance using questions 3A & 3B.		

4. FOR LBP WORK IN HOUSING REHABILITATION: If LBP work was performed as part of the rehabilitation, pick one of these files and answer the following questions:

Y N	A) Does the file contain proof of LBP notification, i.e., signed receipt of the pamphlet, "Protect your family from lead in your home?"
Y N	B) Does the file contain a copy of HUD required LBP Visual Assessment Report? (A risk assessment may be done in lieu of the visual assessment).

Y N Y N	<p>C) 1) If presuming LBP, does the file contain a copy of HUD required, <u>LBP or LBP Hazards are Presumed to be Present</u> notice?</p> <p>2) Was this notice posted at the site as required?</p>
Y N Y N Y N	<p>D) 1) If using the optional lead hazard screen, was it done by a DHS certified risk assessor/inspector?</p> <p>2) Does the file contain a copy of this DHS certification?</p> <p>3) Was this notice posted at the site as required?</p> <p>If the Lead Hazard Screen was opted for, and the results were negative, answer questions E and F, then <u>STOP</u>, you are done with this file.</p>
Y N Y N	<p>E) 1) Was the lead hazard screen/risk assessment done by a DHS certified risk assessor/inspector?</p> <p>2) Does the file contain a copy of the risk assessment and the risk assessor's DHS certification?</p>
Y N Y N	<p>F) 1) Were there copies of the required notices in file, HUD required <u>LBP RA Evaluation Notice</u> and DHS form 8552, <u>Lead Hazards Evaluation Report</u>?</p> <p>2) Were these reports posted at the site as required?</p>
Y N	<p>G) What was the level of Federal Rehabilitation Assistance? Was it calculated using only hard costs, (including contingencies)? FYI: Rehabilitation "soft costs" such as title, appraisals, etc. should not be included.</p>
Y N Y N	<p>H) 1) Does the file contain copies of the required forms HUD's <u>LBP Hazard Reduction Activity</u> and DHS form 8551, <u>Abatement of Lead Hazards Notification</u>?</p> <p>2) Were these notices posted at the site as required?</p>
Y N Y N	<p>I) 1) Does the file contain copies of the DHS certifications for supervisors and workers?</p> <p>2) If sweat equity was performed, does the file contain copies of the (HUD approved) One Day Work Safe course completion for the workers?</p>
Y N Y N Y N	<p>J) 1) Does the file contain a copy of the Clearance Report, using HUD required <u>LBP Hazard Reduction Activity</u> and DHS form 8552, <u>Lead Hazards Evaluation Reports</u>?</p> <p>2) Were these notices posted at the site as required?</p> <p>These reports are only to be filled out by certified risk assessor/inspectors.</p> <p>3) Does the file contain copies of these DHS certifications? (The clearance may be done by the business that did the risk assessment, but it cannot be done by same business entity that performed mitigation <u>as it would be a serious conflict of interest</u>).</p>

5. FOR LBP WORK IN HOUSING ACQUISITION: If LBP work was performed as part of the acquisition, pick one of these files and answer the following questions:

Y N	A) Does the file contain the Lead Disclosure Notice which the seller provides to the buyer prior to making the offer? This disclosure addresses any known existing LBP and/or LBP hazards in the house and contains past LBP mitigation actions. It will also state that the purchaser has 10 days to perform a LBP inspection, or that purchaser has waived that right.
Y N	B) Does the file contain proof of LBP notification, e.g., signed receipt of the pamphlet, "How to Protect Your Family From Lead?"
Y N	C) Does the file contain a copy of HUD's required <u>LBP Visual assessment Report</u> ? If report is negative for hazards, STOP , you are done with this file.
Y N	D) If rehab is involved, does file contain DHS forms 8551, <u>Abatement of Lead Hazards Notification</u> and 8552, <u>Lead Hazard Evaluation Report</u> and HUD's, <u>LBP Hazard Reduction Activity</u> ? Were these posted as required? Were all forms filled out by DHS certified LBP contractor?
Y N	E) Are there copies of the DHS certifications for supervisors and workers? If sweat equity was performed, were there copies of the (HUD approved) One Day Work Safe course completion for the workers?
Y N	F) 1) Does the file contain a copy of the Clearance Report, using HUD required <u>LBP Hazard Reduction Activity</u> and DHS form 8552, <u>Lead Hazards Evaluation Reports</u> ? Were these reports posted as required? These reports are only to be filled out by certified risk assessor/inspectors.
Y N	2) Does the file contain copies of these DHS certifications? (The clearance may be done by the business that did the risk assessment, but it cannot be done by same business entity that performed mitigation <u>as it would be a serious conflict of interest</u>).

CDBG LBP Checklist for Rehabilitation

Applicant: _____ Date _____ Address: _____

1. If the house was completed prior to 1/1/78, go on to #2. If the house was completed on or after 1/1/78, **STOP**, you are done w/your LBP. Provide proof of age. Use Certificate of Insurance, final sign off, or occupancy date.
2. Does the dwelling meet any of the exemptions listed in Chapter 20 of the Grant Management Manual? If so, **STOP**, you are done w/your LBP requirements. List exemption here: _____ . If not, proceed to #3.
3. Provide “Protect your family from lead in the home” pamphlet to recipients/occupant. Retain signed receipt from recipients/occupants stating that pamphlet was received.
4. Obtain work write up and do LBP visual assessment. Retain copy of HUD required *LBP Visual Assessment Report*. Use this report to determine if a presumption strategy is beneficial for this dwelling. If presuming LBP, then post and retain a copy of HUD required, *LBP or LBP Hazards are Presumed to be Present* notice.
5. Determine if risk assessment (RA) is needed. May proceed with RA, or proceed with abbreviated evaluation, the Lead Hazard Screen (LHS), which is only performed by DHS certified risk assessor/inspector. If LHS results are negative for LBP, then begin the rehab w/o LBP concerns. If the LHS results are positive for LBP, then proceed with an RA. In either case, post and retain copies of the appropriate notices (HUD required *LBP RA Evaluation Notice* and DHS form 8552, *Lead Hazards Evaluation Report*). Additionally, for the RA:
 - Procure DHS certified LBP risk assessor/inspector for the risk assessment (this business entity may also do clearance exam.)
 - Retain copy of risk assessor’s certification
 - Retain copies of RA and paint testing results.
6. Procure the DHS certified LBP contractor and determine which LBP mitigation method(s) to use in the home.
7. Post and retain copy of HUD required form, *LBP Hazard Reduction Activity* and DHS form 8551, *Abatement of Lead Hazards Notification*.
8. Retain copy of LBP certification for supervisor and all workers. Homeowners performing sweat equity are required to take a one-day HUD approved Work Safe course. DHS’s three-day certified training is a suitable substitute for safe work course.
9. Post and retain copy of Clearance Report, using HUD required *LBP Hazard Reduction Activity* and DHS form 8552, *Lead Hazards Evaluation Report* to be filled out by certified risk assessor/inspector (not from the same business entity that performed mitigation).

CDBG LBP Checklist for Homebuyers Assistance

Name of Applicant _____

Date _____

Address _____

1. If the house was completed prior to 1/1/78, go on to #2. If the house was completed on or after 1/1/78, **STOP**, you are done w/your LBP. Provide proof of age. Use Certificate of Insurance, final sign off, or occupancy date.
2. Does the dwelling meet any of the exemptions listed in Chapter 20 of the Grant Management Manual? If yes, **STOP**, you are done w/your LBP requirements. List exemption here: _____ . If not, proceed to #3.
3. *Prior to making an offer, retain a copy of the Lead Disclosure Notice that seller provides. This disclosure addresses any known LBP and/or LBP hazards in the house and any records pertaining to LBP mitigation. It will also state that the purchaser has 10 days to perform a LBP inspection, or that purchaser has waived that right.*
4. Provide “Protect your family from lead in our home” pamphlet to recipients. Retain signed receipt from recipients/occupants stating that pamphlet was received.
5. Do LBP visual assessment. Retain copy of HUD’s required *LBP Visual Assessment Report*. If no LBP hazards are found, **STOP**, you are done w/LBP mitigation. If hazards are found, go to #7. Obtain work write up.
6. Procure DHS certified LBP contractor for paint stabilization. Retain DHS forms 8551, *Abatement of Lead Hazards Notification* and 8552, *Lead Hazard Evaluation Report*, to be filled out by DHS certified contractor. Post and retain copy of the all forms and HUD required *LBP Hazard Reduction Activity* notice to be filled out by LBP certified contractor.
7. Retain copy of LBP certification for supervisor and all workers. (This should include any safe work course if using safe work practices.) Certified training is suitable substitute for safe work course.
8. Post and retain copy of Clearance Report, using HUD’s required *LBP Hazard Reduction Activity* and DHS form 8552, *Lead Hazards Evaluation Report* to be filled out by certified risk assessor/inspector (not from the same business entity that performed mitigation).